Exhibit with Us!

The American Public Gardens Association 2020 Annual Conference attracts over 900 public gardens professionals representing all facets of the industry. Our Exhibit Hall, to be held at the Portland Downtown Hilton, is THE place where public garden decision makers can learn about industry products and services and connect with businesses like yours!

Exhibitors receive direct exposure to attendees through targeted Exhibit Hall events, on the Conference website, program book, app, and e-blasts before and after the conference.

The 2020 Annual Conference schedule will include several exclusive opportunities that drive traffic to the Exhibit Hall.

2020 HOST GARDEN

2020.publicgardens.org
2020 Annual Conference
Exhibit Hall Booth Contract

The following is to be printed in Conference Program Book

Company Name: ____________________________________________________________

Primary Contact Name: ____________________________________________________

Title: ____________________________________________________________________

Address: __________________________________________________________________

City: _____________________________ State/Province: ________ Zip: ____________

Website: __________________________________________________________________

E-mail: ___________________________ Phone: _________________________________

2nd Contact for administrative (optional): ______________________________________

E-mail: ___________________________ Phone: _________________________________

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BOOTH PLACEMENT: Booth placement by priority – Sponsor, Corporate Gold member, Corporate Associate member – after full payment received. Location is first-come, first-served, except for Sponsors who receive preferred placement.

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BOOTH PRICING:

<table>
<thead>
<tr>
<th>Exhibitor Types (check one)</th>
<th>8’ x 10’ Booth Early Bird Rate</th>
<th>8’ x 10’ Booth Regular Rate</th>
<th>8’ x 10’ Booth Late Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Non-Member</td>
<td>$1,850 (Deadline 12/27/19)</td>
<td>$2,100 (12/28/19 – 3/13/20)</td>
<td>$2,250 (3/14/19 – 4/10/20)</td>
</tr>
<tr>
<td>□ Corporate Associate Member*</td>
<td>$1,500</td>
<td>$1,800</td>
<td>$1,950</td>
</tr>
<tr>
<td>□ Corporate Gold Member*</td>
<td>$1,300</td>
<td>$1,550</td>
<td>$1,700</td>
</tr>
<tr>
<td>□ Non-profit or garden</td>
<td>$1,100</td>
<td>$1,250</td>
<td>$1,350</td>
</tr>
<tr>
<td>□ Sponsorship at $5,000+</td>
<td>Included</td>
<td>Included</td>
<td>Included</td>
</tr>
</tbody>
</table>

* To qualify for member rates, applicant must be a member in good standing upon receipt of application.
PAYMENT INFORMATION:
Total Booth Spaces: ___________ Payment due with signed agreement: $__________

☐ Check (payable to American Public Gardens Association) ☐ Visa ☐ MasterCard ☐ Discover ☐ AMEX
Card #: ____________________________________ Exp. Date: ________ 3-digit code: ______ Zip code: ___________

COMPANY DESCRIPTION: Please provide a 50-word description of your company and its products or services for the Conference Program Book before 3/27/2020. Please e-mail company description & company logo to csimkovich@publicgardens.org.

BOOTH STAFFING: Please provide the names and contact information for the person(s) staffing your booth. The first person on this list will receive information from the exhibitor contractor concerning the ordering of additional items for the booth (electricity, tables, etc.)

Exhibit Booth Staffer #1: ________________________________________________________________
Title: ____________________________________________________________________________
E-mail: ____________________________________________ Cell Phone: ________________________

Exhibit Booth Staffer #2: ______________________________________________________________
Title: ____________________________________________________________________________
E-mail: ____________________________________________ Cell Phone: ________________________

EXHIBIT HALL SCHEDULE*:

<table>
<thead>
<tr>
<th>Monday, June 22</th>
<th>Wednesday, June 24</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibitors Load-In: 3:00 – 7:00 pm</td>
<td>Exhibit Hall Hours: 8:30 am – 12:00 pm; 1:30 – 6:00 pm</td>
</tr>
<tr>
<td>Exhibitors must comply with the hotel’s rules and regulations due to neighborhood ordinances for load in and out.</td>
<td>Coffee Break: 10:15 – 10:45 am</td>
</tr>
<tr>
<td></td>
<td>Exhibitors Load-Out: 6:00 – 9:00 pm</td>
</tr>
</tbody>
</table>
Tuesday, June 23

- **Exhibitors Load-In:** 8:00 – 10:30 am
- **Exhibit Hall Hours:** 10:30 am – 12:00 pm; 1:30 – 4:00 pm
- **Morning Coffee Welcome:** 10:30 – 11:00 am
- **Dessert:** 1:30 – 2:30 pm

*Times subject to change

**EXHIBITORS RECEIVE:**

- Two-day registration (TBA) for 2 exhibit booth workers (non-refundable). Additional booth workers = $150 per person per two-day registration (by telephone only at 610-708-3012). Booth workers wishing to remain for conference activities must register for these days.
- Breakfast and lunch for both booth workers on both days.
- Member rates for In-Conference events.
- Recognition on the 2020 Annual Conference Mobile App (includes company name, logo, description, and web address).
- Recognition as an exhibitor in the Conference Program Book distributed to 900+ attendees.
- Conference attendee list with emails.
- Fully carpeted 8’x10’ booth, 7’6” backdrop and 3’ side drapes, 6’ skirted table, table identification sign, 2 side chairs, and waste bin.
- Additional booth amenities (such as electricity) may be ordered from the official Exhibit Hall contractor (information to follow April 2020).

**TERMS & CONDITIONS:**

- Exhibitors must commit to stay open during the entire time the hall is open. Booths CANNOT BE BROKEN DOWN until 6:00 pm on Wednesday, June 24.
- Booths will be assigned by priority after full payment has been received.
- Must submit full payment and completed agreement by December 27, 2019 in order to receive Early Bird Discount.

**CODE OF CONDUCT:**
• All Exhibitors are expected to have their booth staffed during all hours the Exhibit Hall is open through the close of the Exhibit Hall on **Wednesday, June 24**.

• Arriving to the Conference late or leaving early may impact an Exhibitor’s participation in future Conferences.

• All Exhibitors must wear their Conference badge at all times.

• There is no solicitation of business in the Exhibit Hall by anyone other than confirmed Exhibitors.
CONTRACTUAL AGREEMENT AND SIGNATURE:

By completing this Exhibit Hall Booth Agreement and Terms,

____________________________________________ (company name)

agrees to abide by the rules and regulations of the American Public Gardens Association 2019 Conference Exhibit Hall Agreement and Terms. These shall be interpreted by the American Public Gardens Association and all parties shall be bound by such interpretation. Upon acceptance by American Public Gardens Association, this form will serve as an official contract for booth space and services.

Cancellation of an exhibit booth on or before March 31, 2020 receives full refund minus 10% processing fee.
Cancellation of an exhibit booth between April 1 – April 10, 2020 receives a 50% penalty fee.
Cancellation after April 10, 2020 receives no refund.

In the event of cancellation of the conference due to fire, government regulations, strikes or any other cause beyond the American Public Gardens Association’s control, the Association shall not be held liable for failure to hold the conference as scheduled and shall determine the amount of fees to be refunded. The exhibitor assumes responsibility and liability for claims, damages, and losses that arise from the exhibitor activities at the conference venue; and will indemnify, defend, and hold harmless American Public Gardens Association and the Conference venue as well as their agents and employees from any and all such claims, damages, and losses.

To the fullest extent permitted by law, the person/legal entity described as “Exhibitor” in this clause and in this exhibitor contract (regardless whether such person/legal entity is also described as “Exhibitor” in this contract) hereby assumes full responsibility and agrees to indemnify, defend, and hold harmless Hilton Portland Downtown and The Duniway, a Hilton Hotel, Hotel’s owner THI VI Portland Lessee, LLC, Hilton Worldwide, Inc., and each of their respective owners, managers, subsidiaries, affiliates, employees, and agents (collectively “Hotel Parties”), as well as Hilton Management, LLC (“Group”), from and against any and all claims or expenses arising out of Exhibitor’s use of the Hotel’s exhibition premises. Exhibitor agrees to obtain and maintain during the use of the exhibition premises, Comprehensive General Liability insurance, including contractual liability, covering the Exhibitor’s indemnity in this clause. Such insurance shall be in the amount of not less than $1,000,000 combined single limit for personal injury and property damage. The Hotel Parties and Group shall be named as additional insured on such policy, and the Exhibitor shall supply the Hotel with a Certificate at least 30 days prior to the use of the exhibition premises. The Exhibitor understands that neither the Group nor Hotel Parties maintain insurance covering the Exhibitor’s property and it is the sole responsibility of the Exhibitor to obtain such insurance.

Name (print): __________________________________________

Signature: ___________________________________________ Date: ______________

Conference Registration opens March 2, 2020. All exhibitors are required to register online for the conference via the website. This online registration MUST be done in addition to completion of the exhibit hall contract. Registration promo code will be sent out when registration opens.

Send completed contract to exhibits@publicgardens.org
Questions? Contact Keith McNally at exhibits@publicgardens.org

www.publicgardens.org